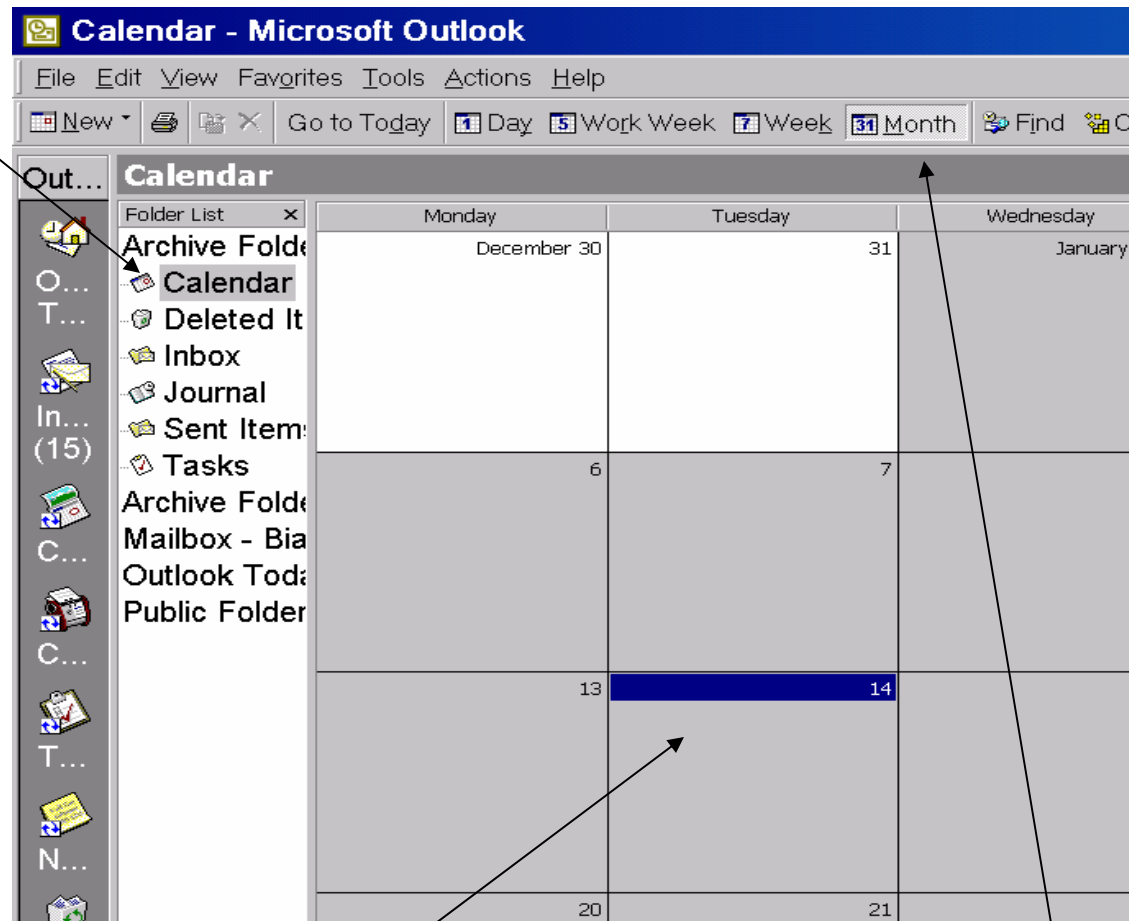


Using Microsoft Outlook As A Reminder Program for Quarterly Radiological Surveys

STEP 1 – In the MS Outlook program, click your calendar



STEP 2 – Double-Click on the preferred day of the month that you would like to be notified. (It is easier if your calendar is in the “31 Month” View format)

STEP 3 – Under the Appointment Tab, input the appropriate information by typing in the: Subject Line, Location Line.

Quarterly Radiological Surveys - Event

File Edit View Insert Format Tools Actions Help

Save and Close Recurrence... Invite Attendees...

Appointment Attendee Availability

⚠ This appointment occurs in the past.

Subject: Quarterly Radiological Surveys

Location: Radioactive Material Storage Areas

☐ This is an online meeting using: Microsoft NetMeeting

Start time: Tue 01/14/2003

End time: Tue 01/14/2003

☒ All day event

☐ Reminder: 15 minutes

Show time as: Free

Contacts... Categories... Private ☐

Step 4: Click the “All day event” box and the “Reminder” box.

The screenshot shows a Windows-style dialog box titled "Quarterly Radiological Surveys - Event". It features a menu bar (File, Edit, View, Insert, Format, Tools, Actions, Help) and a toolbar with icons for Save and Close, Recurrence, Invite Attendees, and other functions. The "Appointment" tab is selected. A yellow warning bar states "This appointment occurs in the past." Below this, the "Subject" field contains "Quarterly Radiological Surveys" and the "Location" dropdown is set to "Radioactive Material Storage Areas". The "Start time" and "End time" are both set to "Tue 01/14/2003". The "All day event" checkbox is checked. The "Reminder" checkbox is also checked, with a "15 minutes" interval. The "Show time as" dropdown is set to "Free". A large, empty white text area for remarks is located at the bottom. At the very bottom, there are fields for "Contacts..." and "Categories...", and a "Private" checkbox. Two arrows from the text above point to the "All day event" checkbox and the "Reminder" checkbox. A third arrow points to the large white remarks area.

Type in the “remarks area,” (i.e., the big white box) specific instructions of what you would like your people to do, such as, Perform the quarterly radiological survey of the storage area!

STEP 5 – Click on the toolbar button at the top that says “Recurrence.” Then in the “Recurrence pattern” select “Monthly,”

STEP 6 –select “the first Monday of every 3 month(s) or date of your choice/frequency that suits your needs. Ensure the “Range of recurrence” has “No end date” selected. Then click the “OK” button.

Quarterly Radiological Surveys - Event

File Edit View Insert Format Tools Actions Help

Save and Close Recurrence... Invite Attendees...

Appointment Attendee Availability

⚠ This appointment occurs in the past.

Subject: Quarterly Radiological Surveys

Location: Radioactive Material Storage Areas This is an online meeting using: Microsoft NetMeeting

Start time: Tue 01/14/2003 All day event

End time: Tue 01/14/2003

Reminder: 15 minutes Show time as: Free

Contacts...

Appointment Recurrence

Appointment time
Start: 12:00 AM End: 12:00 AM Duration: 1 day

Recurrence pattern

☐ Daily ☐ Day 14 of every 3 month(s)

☐ Weekly ☒ The first Monday of every 3 month(s)

☐ Yearly

Range of recurrence

Start: Tue 01/14/2003 ☒ No end date

☐ End after: 10 occurrences

☐ End by: Mon 07/04/2005

OK Cancel Remove Recurrence

**Step 7: Click on the toolbar button at the top that says “Invite Attendees.”
The “To:” box appears on your screen.**

Quarterly Radiological Surveys - Event

File Edit View Insert Format Tools Actions Help

Save and Close Recurrence Invite Attendees...

Appointment Attendee Availability

⚠ This appointment occurs in the past.

Subject: Quarterly Radiological Surveys

Location: Radioactive Material Storage Areas ☐ This is an online meeting using: Microsoft NetMeeting

Start time: Tue 01/14/2003 ☒ All day event

End time: Tue 01/14/2003

☒ Reminder: 15 minutes Show time as: Free

Contacts... Categories... Private ☐

Quarterly Radiological Surveys - Invited Event

File Edit View Insert Format Tools Actions Help

Send Recurrence... Cancel Invitation...

Appointment Attendee Availability

⚠ Invitations have not been sent for this meeting.
This appointment occurs in the past.

To:

Subject: Quarterly Radiological Surveys

Location: Radioactive Material Storage Areas ☐ This is an online meeting using: Microsoft NetMeeting

Start time: Tue 01/14/2003 ☒ All day event

End time: Tue 01/14/2003

☒ Reminder: 15 minutes Show time as: Free

Contacts... Categories... Private ☐

Step 8: Simply type in the e-mail addresses for all of your LRSOs that are required to conduct quarterly surveys, perform wipe tests, etc. In the remarks area, ensure that you instruct the recipient(s) to select the “ACCEPT” button.

The Last STEP

Click the “SEND” box to forward the information your LRSOs. When the recipient(s) opens the e-mail, they will be prompted to select one of three buttons: “ACCEPT, DECLINE or TENTATIVE.”

The recipient must click the “ACCEPT” button, then and only then will the event be placed on their personal calendars at their workstations. By doing this, you will be able to monitor the reminder(s) on your calendar as well as that of your recipient(s).